

DATE

TRANSMITTAL SLIP

10/13/83

TO:

DDA/Rmo

ROOM NO.

BUILDING

7D18

Hqes

REMARKS:

Chuck:

Here is the OL
Records Inventory.

STAT

FROM:

ROOM NO.

2B01

~~ADMINISTRATIVE INTERNAL USE ONLY~~

13 October 1983

MEMORANDUM FOR: Chief, Records System Branch, RMD/OIS/DDA
THRU: Records Management Office, DDA
FROM:
Chief, Information Management Center, OC/OL
SUBJECT: Annual Records Inventory-FY 1983
REFERENCE: Memo dtd 8 September 83 from C/RSB
same subject.

Attached is the completed Annual Report of Records Holdings,
Form 3581, for fiscal year 1983 for the Office of Logistics.

Attachment: As stated

~~ADMINISTRATIVE INTERNAL USE ONLY~~

| ANNUAL REPORT OF RECORDS HOLDINGS | | | | NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM. | |
|---|--------------------------------|---------------|--|---|-----------------------------|
| TO: C/RSB, RMD/OSI/DDA | | | FROM: (Directorate and Office) OC/OL/IMS/OIS | | |
| 1. OFFICE FILES: Correspondence, Cases, Etc. | | | LINEAR FEET | | CUBIC FEET |
| | | | | | 3210.00 |
| 2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms. | | | | | 124.00 |
| 3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc. | | | | | 182.00 |
| 4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc. | | | | | 1104.00 |
| 5. MAGNETIC RECORDS | Computer Tapes | | NUMBER | ////// | 12.00 |
| | Audio Tapes | | | ////// ÷ 7 = | 0 |
| | Video Tapes | | 427 | ////// ÷ 20 = | 61.00 |
| | Disc Packs | | 10 | ////// ÷ 7 = | 5.00 |
| | Word Processing Magnetic Tapes | | 273.6 | ////// ÷ 2 = | 3.80 |
| | Word Processing Magnetic Cards | | ////// | ////// ÷ 12 = | .06 |
| | Magnetic Diskettes 5 1/4" | | ////// | ////// ÷ 6 = | 0 |
| | Magnetic Diskettes 8" | | ////// | ////// ÷ 5 = | 0 |
| | Paper Tapes (on reels) | | | ////// ÷ 2 = | 0 |
| | | | | ////// ÷ 72 = | 0 |
| 6. MICROFORM RECORDS | Reels | NUMBER (16mm) | NUMBER (35mm) | 16mm ÷ 84 = | 1.75 |
| | | 0 | 0 | 35mm ÷ 54 = | 0 |
| | Aperture Cards | | ////// | ////// ÷ 6 = | 10.00 |
| | Microfiche | | ////// | ////// ÷ 6 = | 10.03 |
| 7. TOTAL VOLUME ON HAND (1 through 6) | | | | | 4723.64 |
| 8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR | | | | | 4566.07 |
| 9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE | | | | | INCREASE DECREASE 157.57 |
| 10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR | | | | | 430.00 |

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